

HLIP Deadlines & Key Dates

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Second-year law students

- September 1, 2011 – application opens
- October 1, 2011 – application deadline
- November 2011 - notifications

First-year law students

- November 2, 2011 – application opens
- December 2, 2011 – application deadline
- Late December /early January –notifications

Summer Honors Legal Internship Program (HLIP) General Information and Conditions of Employment

Eligibility, Credentials, Citizenship & Residency Requirements |
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Eligibility, Credentials, Citizenship & Residency Requirements

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- [Are first-year law students eligible for the Summer HLIP?](#)
- [What is the Department's citizenship and residency requirement for Summer HLIP hires?](#)
- [If I am a third-year law student, but do not plan to enter a judicial clerkship, fellowship, or a full-time graduate law program following graduation, am I eligible for the Summer HLIP?](#)

Who is eligible for the Summer HLIP?

The Summer HLIP candidates who apply to the program are first- and second-year law students. Generally speaking, these interns are hired to work at DoD during the summer between their first and second or second and third year of law school. For a more detailed explanation, view the [Summer HLIP Eligibility Requirements](#).

Are first year students eligible for the Summer HLIP? Yes. You must have completed at least one full semester of law school (equivalent to full-time study) before the start of the internship in May/June to be eligible to apply to the Summer HLIP.

What is the Department's citizenship and residency requirement for Summer HLIP hires?

The Summer HLIP currently accepts applications only from U.S. citizens and individuals who owe permanent allegiance to the United States (currently, natives of American Samoa, Swains Island, and certain inhabitants of the Commonwealth of the Northern Mariana Islands). Dual citizens of the United States and another country may apply. Summer HLIP candidates are also subject to a residency requirement.

If I am a third year law student, am I eligible for the Summer HLIP? No. As a third year student, you are not eligible for a position through the Summer HLIP.

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The Application Process

- Where can I find the Summer HLIP application?
- When is the Summer HLIP application available and what is the submission deadline?
- Which DoD General Counsel components participate in the Summer HLIP?
- May I partially complete the application, and return to it at a later time?
- How do I submit my resume and application materials?
- How will I know the Department received my application?
- Can I modify, update, or correct my application once it is submitted?
- Should I submit letters of recommendation, writing samples, or a cover letter with my application?
- How can I get information about the status of my application?

Where can I find the Summer HLIP application?

Information can be found at <http://www.dod.mil/dodgc/>. Please submit your electronic application via e-mail at summerlawinterns@osd.mil. We strongly recommend that you review the eligibility criteria before applying. If you have questions, call Christine Haynes at (703) 571-2668.

When is the deadline for submission of the Summer HLIP application ?

Applications for 2L candidates will be accepted from September 1, 2011 to October 1, 2011. Applications for 1L candidates will be accepted from November 2, 2011 to December 2, 2011. Due to the volume of applications submitted just prior to the deadline, we encourage you to apply early, if possible, to avoid potential server problems. Please note that we will not accept any modifications or updates to your application once it is submitted.

Which DoD General Counsel offices participate in the Summer HLIP?

Office participation in the Summer HLIP may have some variation from year to year. Generally interns will be assigned to specific offices within DoD OGC or DLSA, such as the Offices of the Deputy General Counsels for Acquisition & Logistics, Environment and Installations, Fiscal, International Affairs, Intelligence, Legal Counsel, or Personnel & Health Policy; the Standards of Conduct Office; and other DLSA offices such as the Offices of General Counsel for Washington Headquarters Service and the Defense Security Cooperation Agency. There are few, if any, offices that can provide summer law clerks the diversity of practice areas and experiences that are available as an OSD Honors Legal Intern in DoD OGC.

All internship positions are located in Washington, DC.

How do I submit my resume and other application materials?

Please attach your cover letter, resume, transcript(s), and writing sample when sending your e-mail to summerlawinterns@osd.mil. We cannot accept resumes and/or transcripts submitted separately from the e-mail application at the time applications are submitted.

How will I know the Department received my application?

Once your application is submitted, you will receive an e-mail message confirming the Department's receipt of your application using the e-mail address you designated in your submitted application. It is extremely important that you maintain the e-mail address you designate in the application throughout the hiring process as the Department will use that address in future correspondence, including notification of selection or non-selection for interviews. Also, when you receive your email confirmation, we strongly recommend that you add it to your personal address book. This reduces the chance that future messages

issued by the Department are not screened out by a spam or junk mail filter used by your school, internet provider, or security system. If you do not receive an email confirmation then your application was not properly submitted.

Can I modify, update, or correct my application once it is submitted?

To protect the integrity of the information you submit on your application, you will not be allowed to update your application. With one exception--contact information (e.g., e-mail address, telephone number, address) can be updated.

Should I submit letters of recommendation, writing samples, or a cover letter with my application?

Yes. The Department accepts these documents as part of the application. Please do not mail these documents to the Department separately. We process and review applications electronically.

How can I get information about the status of my application?

Individual applicants may call Christine Haynes at 703-571-2668, or send an e-mail to summerlawinterns@osd.mil regarding the status of their applications.

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Interview, Selection, and Offers of Employment

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If I apply for a Summer HLIP position, will I be interviewed?

No. The selections are made on the basis of the application submitted.

What qualifications does DoD look for in a Summer HLIP hire?

Individuals are selected for the Summer HLIP on the basis of multiple factors, including academic achievement, writing skills and experience (e.g., law journals), the ability to reason independently and creatively (e.g., moot court competition), clinical/volunteer and work experiences that relate to the specific work of the Department, and extracurricular activities that indicate a candidate's legal acumen. Successful applicants are those with well-rounded backgrounds, illustrating academic achievement, intellectual and analytical thinking, and commitment to the work of DoD.

If I am not selected for consideration for employment, how will I be notified?

All candidates who are not selected for consideration for employment will be notified by e-mail, usually in November (second-year law students) and January (first-year law students).

When are offers made?

There is no set schedule for offers of employment for the Summer HLIP. The majority of offers will be made from mid-November through December. The offer process occasionally extends into January (first-year applicants).

How long do summer internships last?

Summer internships are usually last ten weeks, however, some offices may permit a longer period of time.

Does DoD allow students to split summers?

No.

When will my summer internship begin?

When you accept an offer of employment, the office will confirm your availability and discuss a starting date. We understand law schools do not end at the same time, so to the extent we can be, we are flexible, as long as you agree to work the minimum number of weeks required.

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Security and Suitability (Background Investigation)

- [Is a background investigation is required for Summer HLIP hires? How long does it take?](#)
- [Does DoD require employees to take a drug test?](#)
- [What happens if serious concerns are indentified during the background investigation?](#)

Asked and answered above

Is a background investigation required for Summer HLIP hires? How long does it take?

Summer HLIP candidates are subject to suitability review and adjudication that includes a fingerprint check, credit check, drug test and a thorough review of the summer candidates' pre-employment forms (which cover a period of seven to ten years). We require a National Agency Check with Inquiries through the Office of Personnel Management. The process normally takes at least two to three months.

Does DoD require employees to take a drug test?

It is the policy of the Department to achieve a drug-free workplace, and persons selected for employment will be required to pass a drug test to screen for current illegal drug use prior to entry on duty/start date.

What happens if serious concerns are indentified during the suitability review process?

The Department can withdraw an offer of employment if the review process reveals information that precludes a security and/or suitability clearance.

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Salaries and Benefits

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What do Summer HLIP Interns earn?

Summer HLIP Interns are paid at either the GS-9, step 1 salary, or at the GS-7, step 1 salary, including locality pay for the Washington, D.C.-Baltimore area, depending on how many years of law school or other graduate-level studies the student has completed at the time the Summer HLIP internship begins. For more details, review the information under [Salaries and Benefits](#).

Will I be entitled to receive employment benefits as a Summer HLIP Intern?

As temporary employees, Summer HLIP Interns are not generally eligible for health insurance, life insurance, or the Thrift Savings Plan. Since the Summer HLIP Interns work less than 90-days, they will not earn annual leave, but may earn sick leave. Summer HLIP Interns are also eligible to join the Department's gym (prorated fees) and the library.